



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS
Veterans Home of California, Yountville

Located in the heart of scenic Napa Valley, the Veterans Home of California, Yountville is a community of and for veterans. Some 1,100 veterans (both men and women) live at the home. Founded in 1884, the Veterans Home of California, Yountville is the largest veterans' home in the United States. It provides residential accommodations and a wealth of recreational, social, and therapeutic activities for independent living.

To qualify for job openings, you must have State list eligibility, or reinstatement/transfer. To obtain State list eligibility, please visit the State Personnel Board website at www.spb.ca.gov

RESIDENTIAL CARE UNIT LEADER (8219)

Full-Time, Permanent

573-260-8219-005

\$2817.00-\$3426.00

Final File Date: November 1, 2008

(Training and Development will be considered)

(Includes a compensation benefits package)

NOTE: Hiring for this vacancy is contingent upon obtaining all approvals prior to making a commitment

Description:

Under general direction of Chief, Residential Care Services, the Residential Care Unit Leader is to provide assistance in all phases of the Residential Care Service at the Veterans' Home and Medical Center; to supervise and assist in the daily living activities of the residents; to organize and manage custodial duties and clerical tasks of member helpers; responsible for training and making member staff assignments for 24-hour coverage of the residential hall; and to do other related work as required:

- ✓ Counsels and assists members living in a Residential setting. Orients new members to the Home rules and regulations. Counsels members regarding infractions of Home rules and regulations. Provides ongoing support during periods of adjustment, anxiety and regression. Assists members who have alcohol/drug related problems or interpersonal relationships with others. Writes and submits incident reports to the Chief of Residential Care Services.
- ✓ Observes members general health and living conditions. Ensures that members are at the appropriate level of care. Observes members for deterioration due to age, eating habits, illness, personal hygiene, room cleanliness, etc., calls that fact to the attention of the Visiting Nurse, Physician, Chief of Residential Care Service, Residential Care Team or refers the member to the Ambulatory Care Clinic for medical treatment. Documents and submits computerized VA required treatment and Assessment Plans on all members living in Residential Care.
- ✓ Orchestrates and assists members moving from building to building or to a higher level of care. Assists property personnel with packing members' personal effects upon death.
- ✓ Provides training of Home Member employees functioning as Section Deputies. Makes out staffing schedules for a twenty-four hour, seven-day-a-week period of time. Maintains time sheets and prepares payroll. Coordinates with Human Resources the hiring and termination of Member Employees.
- ✓ Ensures that the administrative process is carried out, such as bed check, morning census report, sign-out pass and leave requests, clinical and medical appointment notification, fire drills and inspections. Prepares required reports and other administrative functions as necessary.
- ✓ Makes scheduled routine inspections of members' rooms to ensure they maintain their quarters in a safe, clean and good condition. Ensures that the Hall is kept in a clean and good material condition; maintaining safety conditions and eliminating hazards. Orders and maintains supplies necessary for general maintenance and housekeeping.
- ✓ Plans and puts on activities and social events for the Hall and assists in Residential Care-wide functions. Coordinates hall member participation in Home-wide activities.
- ✓ Charged with the security of the Hall including personal effects of members.
- ✓ Other duties as related.

Desirable qualifications:

Strong communication and customer service skills

Good work ethic

Ability to work all shifts (some weekends may be required)

Experience working with Microsoft Office (Word, Excel and Outlook)

Benefits Package

Benefit packages vary; please visit the www.spb.ca.gov website for benefit package information

Who may apply:

Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement are encouraged to apply. SROA PROVISIONS APPLY. Eligible honorably discharged veterans are encouraged to apply provided the above criteria are met. For those individuals who do not meet the above criteria, you may qualify to take or apply for a civil service examination based on minimum qualifications for the classification. To view all civil service examinations offered by the State of California or the CA Department of Veterans Affairs, please visit our website at www.cdva.ca.gov. You may also view of examinations offered by the State Personnel Board at www.spb.ca.gov. Applications will be subject to screening and only the most qualified will be interviewed.

To Apply:

Visit our website at www.cdva.ca.gov or the State Personnel Board www.spb.ca.gov to download the application. Submit your completed State Application (Std. 678), and resume to: Veterans Home of CA, Yountville; Human Resources – Testing Unit; 110 California Drive; Yountville, CA 94599-1414

Testing for State Eligibility:

Visit our website at www.cdva.ca.gov OR www.spb.ca.gov for test dates and locations.

Questions:

If you have any questions or to request information concerning this posting, or need assistance in the application process, please contact our Human Resources Department in Yountville at Voice: (707) 944-4550, TDD: (707) 944-4560.

Release date: October 20, 2008